

Dade Heritage Trust Board Meeting Minutes

August 17, 2011

Location: Sabadell Bank, 1111 Brickell Avenue, 30th Floor

6:00 p.m.

In Attendance: Dwight Hill, Chico Goldsmith, Dolly MacIntyre, Lilian Walby, Linda Hertz, Marcia Anderson, Enid Pinkney, Walter Alvarez, Becky Matkov, Brian Alonso, Francena Koch, Jorge Hernandez

Call to Order: The meeting was called to order by Chico Goldsmith at 6:30 p.m.

Treasurer's Report: In the absence of Venny Torre, Becky Matkov reviewed balances. Becky Matkov reported that we currently have \$30,317 in the operating budget, which will last for about two months, underscoring the need for fundraising. The other balances are as follows: \$333,027 Endowment/Savings, \$359,572 Revolving Fund, \$9398 Miami Marine Stadium Account, \$1263 DHT's African American Committee Account, \$4052 City Cemetery Account, \$3957 Lighthouse Account. The proposed budget prepared by Treasurer Venny Torre and Becky Matkov was presented and discussed.

VOTE--Walter Alvarez moved to approve the budget for 2011-2012. Enid Pinkney seconded. Motion was approved unanimously.

Board members liked Dwight Hill's suggestion in reference to establishing a special membership category for people in our community who own historic homes and properties. We should find out who they are and reach out to them. We could find out what issues or problems historic property owners face--like obtaining insurance, or correct roofing or storm resistant windows, and offer workshops or resources to help them. Becky Matkov and Enid Pinkney will work on securing the list, which will be presented at the next Board meeting.

VOTE --Insurance: Walter Alvarez moved to approve the proposal from MDW Insurance Group for \$7,837 and to transfer that amount from DHT Revolving Fund as a loan to the DHT Operating Account. Lilian Walby seconded. Motion was approved unanimously.

VOTE--City Revocable License Agreement: Walter Alvarez moved to notify the city of Miami that DHT will begin to pay rent when the Revocable License Agreement is approved by the City Commission (scheduled for October 13, 2011) and will not pay retroactive rent. Linda Hertz seconded. Motion was approved unanimously.

VOTE--Contract for renewal of OSI copier lease: Walter Alvarez moved to approve a 39 month lease and service contract for new copier for \$164 a month. Linda Hertz seconded. Motion was approved unanimously.

VOTE--Miami Marine Stadium: Walter Alvarez moved to transfer DHT Marine Stadium account funds to newly incorporated entity Friends of Marine Stadium, Inc. and to end DHT's fiscal agency for its activities. Enid Pinkney seconded. Motion was approved by a majority of (11) eleven votes. Jorge Hernandez abstained. Jorge Hernandez suggested that all questions in reference to the Friends of the Marine Stadium, Inc. be referred to founder Don Worth.

Membership Update: 1100 members; 34 renewals for July/August; 2 new members

Membership Survey: 21 respondents so far; \$750 in donations. Francena Koch will donate \$100 for DHT's Anniversary Campaign at the end of September 2011. Lilian Walby gave out a 2011 Board of Trustees Evaluation of Performance Survey.

Committee Chairpersons: Need to consolidate number of committees. No discussion took place in reference to this item. Chico asked Board chairmen to hold a committee meeting before September Board meeting.

Website Domain Issues: Preservation Miami, one of the names discussed as a possible DHT name change this past year and at our DHT Board retreat in June--has been taken by Don Slesnick III, who has started his own preservation organization and website, preservationmiami.org. Board members have many concerns in reference to this matter. Some of the same wording that DHT has used for years to describe DHT activities is being used. Therefore some DHT Board members suggested that Becky Matkov and Chico Goldsmith write a letter to Don Slesnick III in reference to this issue. Dwight Hill is willing to assist.

A special thanks to Dwight Hill for hosting the DHT Board meeting. He has also offered the bank's location for future meetings when the Board Room is not in use.

Adjournment: 8:25 p.m.

The NEXT DHT Board meeting is Wednesday, September 21, 2011, 6:00 p.m. at DHT headquarters.

Minutes Respectfully Submitted by Francena Koch, DHT Board Secretary

Dade Heritage Trust Financials

Balance as of
8/31/11

<i>Dade Heritage Trust-Operating Account</i>	\$19,048.92
Revolving Fund Account	\$351,735.21
Miami Marine Stadium	\$5,176.95
<i>Lighthouse Account</i>	\$3,937.82
City Cemetery Account	\$4,032.44
African-American Committee	\$1,234.06
<i>DHT Maintenance Account</i>	\$5,481.82

Endowment Account

Value as of
July 31, 2011
333,027.45

Value as of
August 31, 2011
324,076.47

Change
-\$8,950.98

Membership

Membership total

1090

Membership renewal Aug/Sept 2011

7

New membership

0

DHT Income	Actual Month Aug-11	Actual 7/1/11-08/31/11	Budget 2011 / 2012	Actual Last Year 7/1/10 - 6/30/11
3000 Grants			110,000.00	94,688.00
3100 Membership Dues	790.00	1,405.00	20,000.00	17,120.00
3100-A Corporate Membership			20,000.00	7,000.00
3200 Donations	1,950.00	1,950.00	4,000.00	2,000.00
3300 Administrative/Consulting Fees			2,000.00	1,937.98
3350 Advertising Income			18,000.00	18,280.00
3400 Publication Sales			100.00	81.00
3450 Merchandise Sales			2,400.00	2,375.00
3500 Meeting/Event Income			2,000.00	6,542.03
3510 Tour Income			1,000.00	150.00
3550 Sponsorships			10,500.00	30.00
3600 Marine Stadium				4,260.00
3602 Fundraising Events			40,000.00	12,568.50
4006 R. F. Administration Fee	7,843.53	7,843.53		40,137.38
<u>Total Income</u>	<u>10,583.53</u>	<u>11,198.53</u>	<u>230,000.00</u>	<u>207,169.89</u>

DHT EXPENSES

	Actual Month August-11	Actual YTD 7/1/11-08/31/11	Budget 2011 / 2012	Actual Last Year 7/1/09-6/30/10
5000-SALARY EXPENSES	9,307.18	18,554.36	118,000.00	119,744.51
5115-MEETING & MEMBERSHIP EVENTS	110.28	237.93	5,000.00	8,953.48
5300-REPAIR & MAINTENANCE	250.00	1,550.00	3,000.00	2,761.20
5400-LICENSES & PERMITS			500.00	347.25
5600-UTILITIES	486.12	986.62	5,500.00	5,408.09
5700-INSURANCE (Liability, Vehicle and Interior Property, Wind)	4,518.00	4,518.00	4,519.00	4,387.85
5701-DIRECTORS AND OFFICERS INSURANCE	940.00	940.00	934.00	1,003.45
5703-FLOOD INSURANCE	2,385.00	2,385.00	2,385.00	673.00
5710-ACCOUNTANT FEES			2,000.00	1,750.00
5750-PROFESSIONAL/CONTRACT FEES		845.00	7,500.00	8,728.83
5800-ADVERTISING & PROMOTION			2,000.00	2543.50
5810-PRINTING/Graphic design		175.00	17,464.00	18,218.40
5820-AWARDS/PRIZE & GIFTS			500.00	396.35
5830-FUNDRAISING EVENTS			14,000.00	10,812.80
5840-SEMINARS/CONFERENCES/MTGS			1,000.00	903.32

5850-PHOTOGRAPHY/SIGNS & BANNERS			500.00		500.00
6010-PAYROLL TAXES	712.01	1,456.03	10,500.00		10,662.79
6015-MEDICAL INSURANCE	650.00	1,300.00	7,800.00		7,800.00
6200-VEHICLE EXPENSE	300.00	600.00	3,600.00		3,600.00
6300-PAYROLL PROCESSING SERVICE	139.76	287.02	2,000.00		1,974.41
6310-OFFICE SUPPLIES	214.88	346.28	4,500.00		4,676.54
6330-DUES & SUBSCRIPTIONS	500.00	500.00	1,500.00		1,495.00
6500-BANK CHARGES/C.C. Charges	38.02	88.43	3,000.00		3,254.77
6510-BOOKS, MAGAZINES & PUBLICATIONS			200.00		
6600-RENT			600.00		
6610-EQUIPMENT-LEASE & MAINTENANCE	286.39	478.23	2,615.00		2,615.14
6810-POSTAGE		200.00	4,400.00		4,677.73
6830-TRAVEL(TRANSPORTATION & LODGING)			500.00		
6831-Miami Marine Stadium					4,090.00
6840-ALARM MONITORING		88.47	400.00		382.44
6930-EQUIPMENT PURCHASES			500.00		
6931-Downtown Miami Main St. Program			3,000.00		3,000.00

6933- Reimbursement

1,685.25

6944-Magnet School Program Expe.

500.00

TOTAL EXPENSES

20,837.64

35,536.37

230,417.00

237,046.10

Excess Revenue over Expenses

-10,254.11

-24,337.84

-29,876.21

DHT Preservation Revolving Fund 2011

Aug-11

Beginning Balance	359,572.97
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INCOME

8/31/2011 Interest	<u>5.77</u>
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Expenses

8/23/2011 Dade Heritage Trust	-7,843.53
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Ending Balance	<u>351,735.21</u>
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DHT Miami Marine Stadium

Aug-11

Beginning Balance	\$9,398.08
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INCOME

Interest	0.07
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Expenses

#1032	8/26/2011 Don Worth	-1,221.20
#1033	8/26/2011 Ludovici & Orange Engineers	-3,000.00

Ending Balance	\$5,176.95
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City Cemetery-2011

August-11

Opening Balance

\$3,957.79

Interest

0.03

Expense

8/31/2011 Service Charge

-\$20.00

Ending Balance

\$3,937.82



Singing for Change

August 31, 2011

Ms. Becky Roper Matkov, Executive Director
Dade Heritage Trust
190 SE 12th Terrace
Miami, FL 33131-3204

Dear Becky:

It's a pleasure to connect with you again! The enclosed contribution is a result of sales from the "A1A" line of T-shirts designed by Savannah Buffett, who chose Dade Heritage Trust as the recipient of the proceeds. In partnership with Savannah and the Margaritaville Stores, Singing for Change offers \$6,000.00 in unrestricted support of Dade Heritage Trust.

Please fill out the enclosed acknowledgment form and return it to me, as soon as possible. (To be eligible for future funding, the acknowledgment form must be sent in.) Also, we would like to include current information about Dade Heritage Trust in our annual report. Would you please email me a 100-150 word paragraph suitable for publication? The paragraph should briefly describe your mission, and if possible, the project funded by this grant.

We're grateful to the thousands of concert-goers who make these grants a reality every year! One dollar from each concert ticket is donated to Singing for Change from each of Jimmy's shows, and they are redistributed as grants to nonprofit organizations like yours, at the forefront of social and environmental change in dozens of communities nationwide.

SFC has distributed over seven million dollars in grants since December 1995. Much of our work involves researching organizations that are effecting positive change in communities here and around the world, and familiarizing ourselves with the achievements of our grantees. We are always seeking out local nonprofit groups that are making a difference in people's lives. For this reason, we encourage you to recommend other grassroots organizations to us if you feel they meet our criteria, and I'll be happy to follow up.

Please let me know the outcome of your plans for this grant. You will receive a grant report which should be completed and returned within a year of receipt of this grant, but in the meantime I'm always interested in hearing about your progress or any obstacles you encounter. We're especially interested in hearing from members of the community who participate in your work. Best wishes to you, your staff, community partners, and volunteers on your success this year.

Sincerely,

Judith Ranger Smith
Executive Director

Enclosures

cc: Savannah Buffett

Agenda for DHT August 17, 2011 Board Meeting

**Sabadell Bank, 1111 Brickell Avenue, 30th Floor
6:00 p.m.**

Call to Order--President Chico Goldsmith

Treasurer's Report--Venny Torre

Financials--

Bank Accounts as of July 31, 2011:

\$30,317 in Operating Account
\$333,027 in Endowment/Savings
\$359,572 in Revolving Fund
\$9398 in Marine Stadium Account
\$1263 in DHT's African American Committee Account
\$4052 in City Cemetery Account
\$3957 in Lighthouse Account

Budget for 2011-2012: VOTE to Approve

Insurance--VOTE to Approve Proposal from MDW Insurance Group and Premium Assignment Corporation

City Revocable License Agreement--VOTE to notify the City of Miami that DHT will begin to pay rent when the Revocable License Agreement is approved by the City Commission (scheduled for Oct. 13th) and will not pay retroactive rent

Contract for renewal of OSI copier lease: VOTE to approve 39 month lease and service contract for new copier for \$164 a month

Marine Stadium-- VOTE: To transfer DHT Marine Stadium account funds to newly incorporated entity Friends of Marine Stadium and to end DHT's fiscal agency for its activities

Membership Update: 1100 members; 34 renewals for July/August; 2 new members

Membership Survey: 21 respondents so far; \$750 in donations

Committee Chairmen---need to consolidate?

Website domain issues-- PreservationMiami.org has been taken by Don Slesnick III, who has started his own preservation organization and website

Next DHT Board meeting September 21st, 6:00 p.m., DHT

Dade Heritage Trust Executive Committee Meeting Minutes
Thursday, August 11, 2011
6:00 p.m.

Location

Torre Companies

500 South Dixie Hwy. # 301

Coral Gables, Fl. 33146

In attendance: Chico Goldsmith, Becky Matkov, Hugh Ryan, Venny Torre, Enid Pickney, Ann Marie Clyatt, Francena Koch; Dolly MacIntyre attended at 7:00 p.m. to discuss Strategic Planning

Call to Order: The meeting was called to order at 6:35 p.m. by President, Chico Goldsmith.

Financials— Venny Torre discussed funds that are available and shared that we should make an effort to operate without taking money from the Revolving Fund. As of July 31, 2011, the following balances are: Operating Account -\$30,317, Endowment/Savings--\$333,027, Revolving Fund --\$359,572, Miami Marine Stadium--\$9398, DHT African American Committee--\$1263, City Cemetery Account--\$4052, Lighthouse-\$3957.

Budget for 2011-2012—A discussion took place in reference to fundraising and getting corporate sponsors. Venny Torre, Treasurer will bring a list of possibilities to our first board meeting of the year on August 17, 2011.

Insurance- Venny Torre moved that Becky Matkov, CEO seek to have the insurance payments be spread out in more than one payment. Motion was seconded by Hugh Ryan. Motion passed unanimously.

City Revocable License Agreement—Hugh Ryan motioned that DHT pay rent beginning when the City Commission approves the contract, slated for October 13th. Venny Torre seconded. The motion passed unanimously.

Office—A card was signed by all members for Luis, our office manager who has had surgery. Becky Matkov shared that the office had Truly Nolen do rat extermination. There is also a leak in the AC system.
DHT's office copier is up for lease renewal. A discussion took place related to renting another copier or purchasing one. If we renew our contract, the cost will be \$119.00 per month as well as a service charge of \$45 for 39 months. The committee instructed Becky to explore more options.

DHT Survey Results—So far, we have gotten 13 responses, five checks totaling \$500 and 2 interested in ads.

Miami Marine Stadium—Hugh Ryan moved that the \$9398 in funds in the Dade Heritage Trust Marine Stadium account be transferred to the new corporate entity Friends of the Marine Stadium, (incorporated as a separate entity by Don Worth in November 2010), in the expectation

that this entity will be receiving its 501(c)3 designation and that the funds will be used for Marine Stadium restoration. Venny Torre seconded. The motion passed unanimously. This will enable the Friends of the Marine Stadium, Inc. to pay directly for Friends of Marine Stadium, Inc. expenses, and Dade Heritage Trust will no longer serve as the organization's fiscal agent. Don Worth is out of town at this time. Becky Matkov will contact him.

DHT Name Change—The Executive Committee decided not to consider a name change because the community has known Dade Heritage Trust for 40 years.

Website Domain Issue—The domain name of PreservationMiami.org has been taken by Don Slesnick III for his own use. Further discussion about this matter will be shared at the DHT Board meeting Wednesday August 17, 2011.

Strategic Planning -All Board meetings will be held at DHT Headquarters on the 3rd Wednesday of each month at 6:00 p.m. unless there is a donated space.

Chico Goldsmith reviewed the list of committee members and chairpersons. He encourages all members to sign up for more than one committee and to recruit committee members from outside the Board as well.

Fundraising Ideas - Tentative plans call for a 40th Anniversary Fundraiser dinner and auction to be held Friday, April 20, 2012. Discussions are underway with the Coral Gables Country Club. Preservation Today—A special anniversary issue will be produced: 40 years of Saving Miami. More ideas about fundraising will be shared at Board meeting.

Becky Matkov and the Finance Committee will meet with Northern Trust Investment Advisor Sharon Fine to discuss DHT's investment needs.

A meeting is being scheduled with Carlos Musso for August 24, 2011, 2:00 p.m. at Venny Torre's office to discuss the future of the Bacardi building. Others to be invited are Chico Goldsmith, Jorge Hernandez, Hugh Ryan, Becky Matkov, Dolly MacIntyre, Marcia Anderson, Dwight Hill and Matt Greer.

Dolly MacIntyre announced that she has personally nominated Northern Trust for the Julia Tuttle Award for all that they have done for the community.

Meeting adjourned at 8:45 p.m.

Next DHT Board Meeting: Wednesday, August 17, 2011 at 6:00 p.m. Sabadell Bank, 1111 Brickell Avenue, 30th Floor.

Minutes Respectfully submitted by Francena Koch, Secretary